

The Library Assistant :

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ANNOUNCEMENTS.

The third joint meeting of the Session will be held in the **Typographical Libraries** of the **St. Bride Foundation Institute**, Bride Lane, Ludgate Circus, E.C., on **Wednesday, 8th December, at 7.30 p.m.**

The Chairman of the Governors, Mr. C. J. Drummond, J.P., will preside, and a paper entitled "A TYPOGRAPHICAL LIBRARY: ITS METHODS AND CLASSIFICATION" will be read by Mr. R. A. PEDDIE, the Librarian. Light refreshments will be served before the meeting.

For those who have not visited the St. Bride Typographical Libraries before, the occasion will prove a very interesting one, the Libraries containing the largest collection of material relating to Printing and the Allied Arts in existence. The nature of the material is very varied, and illustrates the whole history of book production from every point of view. The author catalogue of the collection, which is now in the press, will be a valuable compilation, as it will form the most comprehensive bibliography of the subject ever issued. It will be remembered that the Libraries contain the books on typography which belonged to the late William Blades, the biographer of Caxton, as well as those which belonged to Talbot Baines Reed, besides several other personal collections of less extent.

NORTH-WESTERN BRANCH.

The **Inaugural Meeting** of Session 1915-16 will be held (by kind invitation of Charles W. Sutton, Esq., M.A.) at the **Branch Library, Manchester Road, Chorlton-cum-Hardy, Manchester**, on **Wednesday, December 22nd, 1915.**

5.30 p.m. Meeting of Committee.

6.0 p.m. General Meeting in the Juvenile Room.

Address of Welcome, by CHARLES W. SUTTON, Esq., M.A.,
Chief Librarian; Vice-President, Library Association.

- Papers: (a) "University Libraries and Their Arrangement." By T. A. BARNETT, Christie Library, University of Manchester.
- (b) "The Subject Classification." By W. GEO. FRY, Librarian, Chorlton-cum-Hardy Branch Library, Manchester.

A cordial invitation is extended to all Assistants to be present on this interesting occasion, and it is hoped that there will be a large and representative gathering. Those intending to be present are requested to notify the Hon. Secretary, Mr. JAMES ROSS, Walton and Fazakerley Branch Library, Liverpool, not later than Saturday, December 18th, 1915. (NOTE: Trams 45 and 46 from PICCADILLY, and 12 and 13 from ALBERT SQUARE pass the Chorlton-cum-Hardy Library. Tram 22 from PICCADILLY, two minutes' walk from the Chorlton-cum-Hardy Library. Fare 2d.)

Manchester Public Libraries.—The Manchester Public Libraries were founded in 1852. The Reference Library, Piccadilly, contains 189,136 vols. exclusive of those in the Greenwood Library for Librarians and in the Henry Watson Library. There are 24 branch libraries, containing 261,131 vols. Each of these Libraries is classified on the Dewey system, and most of them are open access libraries. The issue of books for home reading was, last year, 1,957,454 vols.; there are 76,828 borrowers' cards (exclusive of student cards) in force. The total number of vols. in all the libraries is about 500,000, and the total issue for last year was 2,740,897. The Chorlton-cum-Hardy Library was commenced in temporary premises in 1908. The present building, a Carnegie Library, was opened in November, 1914, and cost about £5,000. This Branch is now the busiest in Manchester, and circulates over 600 volumes daily.

EDITORIAL.

Mr. Sureties.—Mr. Sureties is making some progress in Hospital, and hopes a few more weeks' treatment may find him well enough to leave. He is delighted with the number of letters he has received, and is anxious to thank the writers. It is impossible for him to reply to each individually, but he trusts to be able to do so later. His address is still No. 47, Addison Ward, Guy's Hospital, St. Thomas' Street, S.E.

Council Vacancy.—Prior to the last meeting no nominations were received for the vacancy on the London Section of the Council. Fresh notice is now given: any member employed in a London Library may be nominated, and names should reach the Honorary Secretary not later than Tuesday, 7th December.

War Changes.—Very little response has been made to our request for definite information regarding changes in methods or administration owing to the War. We again appeal for brief, precise details, and ask correspondents to state whether the changes are for reasons of economy or through depletion of staff. All information on this subject should be addressed to the Honorary Secretary.

The War and the L.A.A.—At the last Council meeting a resolution was submitted by the Yorkshire Branch suggesting that only four issues of the "Assistant" be published annually, and that the subscription be reduced by 50 per cent. during the war. Communications were read from most of the Branch representatives, a majority of whom were opposed to the resolution. After careful consideration the Council unanimously decided that it was not advisable at the present to adopt the resolution. As was pointed out, the subscription is a low one, while the need for a regular and independent organ, published at least once a month, was never greater than it is to-day.

L.A.A. ROLL OF HONOUR.

- Battersea:** W. R. BRIDGE (R.A.M.C.).
Birmingham: J. H. T. W. GILBERT (148 Battery, R.G.A.); H. GRINDLE, F. W. LIGHTOULER, and H. W. REEVES (all Army Service Corps).
Croydon: P. W. BENNETT, L. R. MCCOLVIN, and N. MCCOLVIN (all 24th Middlesex); L. J. TURNER (4/4 Queen's).
Bolton: F. W. SEFTON (11th Royal North Lancs. Regiment).
Greenwich: J. D. YOUNG and S. C. ROBINSON (King's Royal Rifles).
Greenock: F. A. GALE (Lovat's Scouts).
Halifax: FRANK HAIGH (18th West Yorks. Regiment, Bradford Battalion).
Norwich: C. NOWELL (Artists' Rifles).
Sunderland: Lance-Corporal ERNEST HINDMARCH (Northumbrian Divisional Cyclist Company); JOHN H. NEVILLE, Janitor (Warrant Officer, R.F.A.); ARCHIBALD H. YATES (Royal Anglesey Royal Engineers).
West Ham: O. McDOUGALL (Army Service Corps); J. W. CROSBY (Army Veterinary Corps).
Woolwich: G. B. STEPHENS (Royal Garrison Artillery).
York: W. ROBERTSHAW (R.A.M.C.).

Sergeant Cecil J. C. Padfield, 20th Battalion County of London Regt., eldest son of Mr. and Mrs. J. W. Padfield, of 24, Humber Road, Blackheath, formerly an assistant at the Central and branch libraries, Greenwich, has been gazetted second lieutenant in the Duke of Cambridge's Own (Middlesex Regiment). On leaving the 20th he was presented with a service compass by Colonel Christmas.

It is with much regret that I notify our first staff casualty at the war. The Schools Librarian, Walthamstow, Mr. Frank Matthew Glenn, who enlisted in the 1/7th Essex Regiment on the outbreak of war, is reported to have died from dysentery whilst serving in the Dardanelles. He was a trusty and popular young officer who, although disease robbed him of the

opportunity to make a name in deeds of arms, certainly made one for himself in his profession, wherein he was esteemed highly as a man who would have gone far in librarianship. GEO. ED. ROEBUCK (Walthamstow.)

The remarks of Mr. MacAlister, in his Presidential Address before the L.A., as to the excellent percentage of men from the library service who have enlisted, are borne out by a return compiled by Mr. R. Cooper (Battersea) for Mr. MacAlister. So far as can be ascertained 444 librarians and assistants and 29 caretakers and janitors have joined either the naval or military forces.

NOTES ON MATTERS CONNECTED WITH THE ORGANIZATION OF LIBRARIES.*

By THOMAS ALDRED, Librarian, Hackney Public Libraries.

We must first of all consider the meaning of "organization"—a term which has been very much used in the daily press during the last twelve months. Let us take two dictionary definitions, viz.: "The way in which a living body is organized," "The arranging and co-ordinating of parts into a systematic whole," and it will be seen that the first-named definition gives the key to the real meaning of the term, because in nature the organs of living bodies are systematically arranged, co-ordinated and evenly balanced in size for economical work, notwithstanding the infinite varieties and functions of plants and animals. Therefore, as an ideal, we must endeavour to get as near as possible to nature.

The term organization is generally restricted to the establishment of a system of management; and administration, to the maintenance of the established system. Practically, the terms are synonymous because in administration current practice is constantly modified and extended.

Much depends on the person in control for any library to have much hope of success. A librarian should possess certain qualifications, and difficulty is experienced in selecting what may be regarded as the primary one. After reflection, I decide to list last what may prove to be the first. Here is my list:—(1) Knowledge; (2) administrative ability; (3) judgment, initiative, enterprise, and determination. Putting aside from present consideration such important factors as planning of buildings, systems of classification and issue, etc., library work is simply divided into matters pertaining to additions to stock, loans, and personnel. On the question of additions, and speaking in a general sense, there is a tendency in some quarters to accept any book offered as a gift. I, myself, have not been so

*Extracts from a paper read before a joint meeting of the L.A. and L.A.A. on Wednesday, November 10th, 1915, at Caxton Hall.

fortunate as to receive many gifts which could be honestly recommended for inclusion in the permanent stock, because the libraries I have been associated with in late years have not been intended to be museums of more or less dead things, but rather of active and useful books. Indeed, I have no hesitation in saying that to catalogue, retain, or put on the shelves a book which no one is ever likely to want, or a book in which the data is obsolete and therefore misleading, is waste of time and money because every addition to stock occupies valuable space, and by its presence on the shelves causes labour. Conversely, books should be selected very largely according to the needs of the locality. If the borough be industrial in character then it pays well in large issues and in enhancing the skill of the workman to acquire the best technical books procurable which are printed in the English language. There are, of course, many valuable technical works at present only available for reading in a foreign language. If these were added they would, except for the illustrations, be dead stock in most industrial centres, for the reason that the English working man rarely reads any language but that of his own country. In regard to the use of comprehensive works, I find a peculiarity which I do not remember seeing noted in professional journals. It is that they are not used to the extent one would like to see—their size being seemingly too formidable to attract any but the very ambitious student. Naturally, a first-class assistant can do a great deal in persuading readers to sample books of which they are shy or of which they do not realize the value. I also observe that among the most used books are those written for artisans who have but little theoretical knowledge, or technical works written for the class known as the general reader. To this fact I called the attention of a highly-placed practical man, mentioning certain books on the subject in which he specializes, and he expressed surprise that they had been given shelf-room, saying that they were of no value to the practical man, being misleading, and, in short, "absolute piffle." Further, upon hearing that it was intended to continue the policy of placing such books side by side with books approved by "authorities," he gave vent to strong remarks on the waste of public money on the purchase of works which, in his opinion, would do more harm than good to those engaged in the trade. I, however, still hold the opinion that useful as the specialist is to the librarian, to follow blindly his advice would cause neglect to provide the books which many readers want. My experience of the specialist is that he has more than a tendency to recommend books for his own reading, or those books to which he is partial, rather than those which would be appreciated by other readers.

In this connexion we cannot overlook the tendency of some librarians and committees to be rather unsympathetic in their consideration of suggestions as to the purchase of books. Some suggestions are cast aside or indefinitely adjourned on the ground that the books are of no general interest, an opinion sometimes based on the limited scope of their own reading or want of sympathy with the reading of other people. It is true that in some instances a book would appeal to one person only—the suggestor—but for many years very good results have followed the purchase of works on out-of-the-way trades and processes. Then there is the class of reader interested in recipe books, and a large class of artisans who like small books written by “practical” men on account of the absence of theory and the abundance of hints on minor practices in workshops. This class of work is rarely recommended by professors or compilers of lists of best books.

A few words on buying. To buy well entails seasoned judgment and knowledge of markets. Buying on the spot is a decided advantage, and governing bodies might with financial gain more freely authorize officers to secure at once really desirable works which are on sale at shops one does not usually trade at, and so cannot very well ask the dealers to submit them for approval at a meeting to be held some weeks hence.

Replacements of popular works of fiction are an increasing cause of trouble by reason of the advent of the 6d., 7d. and 1s. editions, and the disinclination of publishers to re-issue library editions. The cheap editions are not at all suitable for the hard wear public library copies have to endure. We are all wanting library editions, and the supply is, month by month, getting smaller, and the prices rising to a height which will, ere long, be considered prohibitive by most libraries.

In passing to another phase of additions, it is assumed that in a library system the purchase of books is controlled from the Central Library. There, allocation has to be settled and justice done to reference, central, branch, and juvenile libraries. Let us consider the Reference Department. What is a reference book? The answer, of course, is “A book to refer to,” but within this definition comes any book. Again, reference libraries vary most considerably in character, and principles followed at, say, Birmingham are not applicable at the ordinary Metropolitan reference library. Excluding very large and small libraries, the following classes of books may be said to find a way to the shelves of a reference library. General encyclopædias, encyclopædias of special subjects, works in dictionary style of arrangement, expensive books, blue books, books large in size and heavy in weight, and, shall I add, heavy in attribute, long

sets, duplicates of books in lending departments which are wanted for reference purposes, standard and rarely used books for which there is so little demand that they are excluded from the Lending Department by reason of shortage of shelving accommodation, and some which are judged to be more of a reference than lending character. Of the last-named group, no guide exists. Will some one be good enough to supply a criterion?

On the organization of a reference department there is not much call for remark—the trouble in most places is to acquire a sufficiently large stock of the right sort of books to attract a considerable number of readers. In the average library where a number of quick reference books is placed on open shelves one assistant—and he ought to be a first class one—is capable of dealing with inquiries and demands. Before leaving the Reference Department it should be pointed out that there is a slight difference between the London and provincial client. In London, where people have access to reference libraries within easy reach of their homes, we have many applications to borrow reference books for home reading. So far as I am concerned the matter has been compromised through my Committee having granted discretionary authority to lend reference books. Some I will not lend under any circumstances, some are lent from late in the evening until the following morning, or more commonly from Saturday night until Monday morning, some for a few days, and others under the ordinary rules of the Lending Department. But all these special loans are conditional on the reader leaving a stamped addressed postcard, and upon request at once returning the book. This arrangement has given satisfaction.

Lending Departments.—The principal points in the organization of lending departments are the measures to prevent overlapping of energy and the utilization to the fullest extent of the time of each member of the staff. This at once brings us to the consideration of the time-sheet and of the desirability of reducing to a minimum irritating split duties, such as coming on duty for an hour while an assistant is at dinner or tea, and more or less regular three split duties in a day. In a comparative sense I have probably spent more hours on the preparation and alteration of time-sheets than on any other phase of work. In a town where there is more than one library the Central Library should be located as its name implies, and be the seat of control. I now come to the vexed question of centralization, partial decentralization, and independence of units; and rather than make a series of carefully guarded statements of a non-committal character I think it better to describe some of my own methods and thereby lay myself open to lively criticism. Supplies are

ordered from my office, some being delivered direct to branches; in the latter case the assistants-in-charge certify the correctness of invoices. All orders are issued in counterfoil to which are attached invoice forms—tradesmen's ordinary invoices, with the exception of those of the newsagent, not being recognized. Whoever checks an account initials it. In the office we write in red ink on the duplicate of the order the amount of the account, the date it passed the Committee, and clip off a corner in order to see at a glance at the edge of the order book what accounts are outstanding. The account is posted to the proper heading in the estimate for the year, and the bill is sent to the Accountant's Department for presentation to the Finance Committee, etc.

All books are ordered from and delivered to my office. Hereunder the order of the work: (1) Check account; (2) classify and locate to particular library or department; (3) accessions book; (4) shelf register; (5) catalogue; (6) sort according to allotted library; (7) books for branches, not being numerous, are parcelled and delivered by assistants residing nearest the respective libraries, tram fares being paid; (8) as soon as a book arrives at a branch library an entry is made in the Shelf Register. Incidentally, at the Central Library, the Shelf Register of books in Branch Libraries is kept in union form and is checked at long intervals with the duplicate Shelf Register at each Branch Library. There is also a checking forward of all entries in the Accessions Book, the latter being a copy of invoices, plus other details.

So far, stocktaking had been done by the officer in charge of each library, and in order to save the public being inconvenienced we do not close any library for the purpose of stocktaking. Having personally, in past years, taken stock more times than I care to count and hence aware of mistakes made, my present method is more elaborate than is customary. In brief, it is as follows:—The stock on the shelves is called out and every book not in its place according to the Shelf Register is listed on foolscap. The entries of books lent during the preceding fortnight and books entered as being at the binder's are posted to the list as "issue" or "binding" with the dates. Search is then made for the missing books, and as they come in, returned as overdue, or turn up from various quarters, the assistant-in-charge has authority to score them off as "seen" with date. An abstract is then made of books still missing and these are searched for daily for a month, after which the list of books still missing becomes the official list of books unaccounted for at stocktaking. All papers connected with stocktaking are filed for seven years, after which it is assumed that no queries will arise.

Issues and Fines.—The last date a book may be returned

without incurring a fine is stamped on the date register in order to prevent borrowers making miscalculations, as is often the case when the date of issue is stamped on the date register. Every morning the overdues automatically exhibit themselves and are listed in the Overdues Book, which is ruled on the left-hand side of the page for the date due, borrower's number and book number, and on the right of the page separate columns for fines up to 6d., a column for fines over 6d., and a wide column for remarks. In the last column are entered brief references to written and personal applications made to borrowers and guarantors. The trays containing the "charges" of books overdue are kept apart from the ordinary issue, and at the Central Library there is a convenient elbow in the counter on the "in" side of the wicket at which we deal with inquiries of various kinds and with persons returning overdue books. For reasons not politic to print I do not approve of the common tear-out printed receipt for fines. We use carbon counterfoil receipts numbered 10 to the page. On each receipt is written the borrower's number, book number, date when due and the amount paid. Every morning a senior assistant, provided with a chart different in form to that in use at the service counter, checks the correctness of the fines paid on the previous day and posts the items to the Overdue Book. I thus see at a glance the small number of unpaid fines and often the reason for non-payment. A fine for over-detention of a work is small, but collectively they amount to a considerable sum per annum. The product of fines per 1,000 issues varies in different libraries, the yield being greater at the Central and less at recently opened branches. I supply the data for Hackney, the population of which (222,587) is industrial in character, the figures being taken from the report for the year ended March 31st, 1915:—

Amount received as fines for over-	
detention of books	£439 14 5
(Books are lent for 14 days and a flat rate of 1d. per week is charged on overdues. There are no special fines or charges for postage or expenses.)	
Number of books lent for home read-	
ing, including issues in children's	
libraries	750,215
Number of fines paid	60,531
Yield per 1,000 issues	140 pence
Yield per 1,000 issues, excluding issues	
in children's libraries	177 pence
Other receipts	£61 2 4

Each day the senior assistant on the counter service is provided with a certain amount of change-money which later on is handed over to the incoming senior assistant in the same way as at Post Offices, the assistant-in-charge being held responsible for the amount. At the close of the day, the Senior Assistant, who alone with myself has a key, unlocks the receipts-till and in the presence of another assistant counts the money in each bowl (over which are slots numbered for each assistant). Particulars are entered on a slip which is sent to the Office, together with the cash. On the following morning—at the Central Library the Sub-Librarian, and at branches the Assistant-in-charge, totals in pencil the several receipt books and the return is entered in pencil in the Summary of Cash Receipts. If the total cash found in the tills does not coincide with the receipts-total, an analysis is made of each assistant's takings and compared with the amounts written on the slip, and we are thus able to name the assistant who has made an error. If the money is "over" a fine receipt is made out for this amount as "found in till." If "under" the assistant concerned has to make good the deficit. It may be added that the branch libraries send their cash takings and submit their Summary of Cash Receipts once a week, together with petty cash vouchers, the latter being taken as equal to cash.

Distribution of Stock.—The stocks in lending libraries are proportional to the issues, with the exception of the Central Library, where we stock a far greater proportion of works non-fictional in character. The reason of this policy is that the vast majority of people have a decided disinclination to travel far for shopping or to borrow books. Also, under these circumstances, there can be no surprise at my not being in favour of specialization of different classes of literature at different libraries, and, instead, advocating the carrying of a large stock of any class of literature at the Central Library only, seeing that it is situated in the centre of the borough and equi-distant from all branch libraries. I made the stocks at all branches practically identical, but before adopting this principle I gave the matter most serious consideration and went to the trouble of compiling lists of books on two methods, one as adopted and the other on partial duplication of stock filled in by stocks differing at the several libraries. The more I studied and compared the two lists the less I liked the old style and finally put the newer method into practice. As may be inferred from the foregoing remarks the underlying principle is that if a book is worth adding to a branch library it is certainly worth adding to the Central Library. In the Catalogue, books which are in all branch libraries are indicated by asterisks placed after the classification number in

the non-fiction part, and before the title in the list of fiction. Some of the entries in the manuscript of the Supplemental Catalogue now ready for the printer, but not likely to be printed while the war lasts, have letters in clarendon type after the classification number and indicate the branches at which they are located in addition to the copy at the Central Library. These letters in black-faced type are used only when a book is not in stock at all the branches. Lest it should be thought that there has been no exception to our rule not to place in a branch library any book not in stock at the Central, I may say that as soon as opened one of our branches developed double the business of other branches. At that particular time I had the option of purchasing at less than 10d. per volume as many novels as I cared to select from a first-class quality and condition stock of over 30,000 volumes. The opportunity to secure such a bargain was too favourable and rare to pass by, and I very carefully picked out over 2,000 works of standard fiction, which were added *en bloc* and in haste to our Clapton Library to meet the extraordinary demand at that branch, not having time to sift the books as in the ordinary course of procedure. Branches are connected with the Central by telephone, private wires being cheaper and communication more rapid than through the ordinary Telephone Exchange. In every branch library there is a notice prominently exhibited informing readers that if a work non-fictional in form is "out" or not in stock at the branch, the staff will have pleasure in telephoning other branches or the Central Library, and that if the book is anywhere available it will be reserved at that library for a reasonable time or sent on the following day to the branch named by the reader.

Registration of Borrowers.—Borrowers are registered at the library at which they hand in the forms, and it is very rarely that duplicate registration occurs. There is then no justification for the expense and inconvenience of keeping a union index. The tickets, however, are available for use in any of our libraries. Borrowers' tickets are numbered progressively at each library, branch libraries adding a letter after the number to indicate the source of issue. In the matter of numbering I have tried two ways and have come to the conclusion that the better way is to number progressively up to 99,999, and then start again at 1. This enables us to ascertain readily the number of tickets in force at each library by subtracting the number of the ticket issued two years ago from the number of the last issued on the day, further subtracting the number of cancellations, and allowing, if need be, a percentage for tickets not in use from various causes not officially notified. The most efficacious way of finding out-of-date tickets, or those approaching this

stage, is daily to go through the "charges" of issues of the previous day and mark with blue pencil tickets which require renewing. Thus, on the next visit of the borrower the assistant who attends to him cannot fail to remind him of the necessity of filling up a new form. A second reminder is recorded by an additional blue pencil mark, and a third that no more books will be issued unless a new form is handed in on the next visit. In the immediate wake of registration is legibility of handwriting. I insist upon, and get, a plain round hand, somewhat similar to the style recommended in library primers, and many errors are avoided by hand-printing numbers and names of borrowers.

Libraries vary so much in size, strength of staffs, methods and standards of work, and the extent of extension work, that it seems impossible to make suggestions for division of work and delegation of authority which would be applicable to all libraries. Accountability must be secured and responsibility fixed in a degree compatible with the amount of work and local conditions. As a corollary to the long hours public libraries are open, more responsible officers are required than in a commercial establishment of the same magnitude where all the servants are on duty at the same time. In a library there should be at all times a responsible officer in charge, and preferably a senior officer in every department. Senior officers naturally perform the higher grade work, teach and supervise the routine work done by subordinates and call the personal attention of the chief officer to all matters deviating in the slightest degree from ordinary procedure.

PROCEEDINGS.

NOVEMBER JOINT MEETING.

The Second Joint Meeting with the L.A. for this Session took place on Wednesday evening, 10th November, at Caxton Hall. Prior to the meeting light refreshments were served. About fifty members and friends of the two associations were present, and the chair was occupied by Mr. E. G. Rees, President of the L.A.A.

The certificates gained by students at the Professional Examinations held in May, 1915, were distributed by Mr. Henry R. Tedder, who afterwards said he had an announcement to make—probably it was not new to most people—the resignation of Mr. Jast as Honorary Secretary of the L.A., and he was going to ask the meeting to support the Minute which had been drafted by the Council of the L.A. It was now more than thirty-seven years, a period far remote from the birthday of most of those present, since he (the speaker) was first connected with the Association, and from his experience he had found that all secretaries had been men remarkable for intellectual and physical qualities. His knowledge of these gentlemen and his experience showed that each in his term of office had been marked for some outstanding qualification. One may be influential, another

eloquent, one perhaps wise and discreet, one cheerful and good natured, one austere, and one mysterious. Mr. Jast had from time to time shewn all these qualities, at the proper time and on the proper occasion. The position of Honorary Secretary was not usually sought after. It meant giving up all one's leisure, energy and much of one's thought. The Honorary Secretary was generally the butt of criticism, although he did not take much heed of it. Doubtless, Mr. Jast had been better morally for this criticism and was the last person in the world to cry out against it. Every one of the gentlemen who had held the position of Honorary Secretary had been criticised during his term of office, but immediately he left he became the most popular man in the Association, and he (Mr. Tedder) prophesied for Mr. Jast the same popularity now. Mr. Tedder said it was not necessary to dwell on the services of Mr. Jast for the Association. He then read the resolution drafted by the L.A. Council, which was seconded by Mr. E. G. Rees (President of the L.A.A.), who hailed Mr. Jast in his new position at Manchester as a possible new member of the L.A.A. The resolution, which was carried unanimously, is as follows:—

That the Council hears with extreme regret the announcement of Mr. Jast's resignation of an office which he has filled for ten years to their entire satisfaction. Mr. Jast's services to the Association and to the Public Library movement generally, have been conspicuous and unwearied, and deserve the gratitude and warm thanks of the Council as well as of all the Fellows and Members. The Council feel that everyone with them will recognize the loss to the administration of the valuable services of a capable and zealous officer, but they are gratified to know that Mr. Jast will continue to exercise in a wider field at Manchester the same professional ability and energy which have hitherto distinguished him. He will carry with him the good wishes of all who have been privileged to work with him.

Mr. Jast, in reply, said he felt that Mr. Tedder's remarks were too generous. He felt too deeply to say much. Of all that life had given him he valued most the library movement and the friendships and experience he had gained in his capacity as Honorary Secretary of the L.A.*

The Chairman then called upon Mr. Thomas Aldred, Chief Librarian of the Hackney Public Libraries, to read his paper, "Notes on Matters Connected with the Organization of Libraries." An abridgment of the paper appears elsewhere in our columns.

Mr. Jast (Croydon), in opening the discussion, expressed disappointment with Mr. Aldred's paper, which he had hoped would have dealt with fundamental principles. Mr. Aldred made one observation which created a horrible fallacy, namely, that nature is organised, and that if you want a sound organisation you have to follow nature. Mr. Jast regretted that we had not made sufficient effort to get rid of non-productive details, and instanced the processes of stocktaking and accessioning as important cases in point. Another thing which Mr. Aldred had not mentioned was the possession of imagination. Mr. Jast claimed that you cannot have an effective librarian or library assistant without imagination. Mr. Wharton (British Museum) spoke briefly on what constituted a Reference Book, agreeing with Mr. Aldred that no accepted definition existed. Miss Gilbert (Fulham) expressed herself as somewhat disappointed with the paper, and regretted that it had become the custom to reduce everything to figures and statistics. Mr. Carter (Kingston) thought we should be on our guard against piling up records and statistics for years back, and emphatically denounced

* We understand that the resignation of Mr. Jast will not be operative at present. Mr. Pacy, at the suggestion of the L.A. Council, has agreed to take the position of Acting Honorary Secretary.

the lending of reference books for home reading in any circumstances. Mr. Warner (Croydon) was of opinion that, judging from the paper, Mr. Aldred must spend a good deal of time on purely routine work. He (the speaker) was not in agreement with the principle that copies of all books in branch libraries should also be in the Central Library. Mr. Aldred replied to all the points raised by the speakers, and the meeting terminated.

THE WEST OF SCOTLAND ASSOCIATION OF ASSISTANT LIBRARIANS.

INAUGURAL MEETING.

The proceedings of the First Session were inaugurated on Wednesday evening, October 20th, when over seventy members and friends assembled at the Mitchell Library, Glasgow.

Mr. S. A. Pitt, City Librarian, Glasgow, welcomed the Association to the Mitchell Library, after which the company enjoyed a profitable visit to the various departments under the guidance of Messrs. Adams and Bain.

After being conducted over the Library, the party entered the Jeffrey Reference Room, where the meeting proper was held. Councillor Archibald Campbell, Sub-Convener of the Libraries Committee, occupied the chair, and was supported by Dr. F. T. Barrett and Mr. Pitt. Councillor Campbell, in opening the proceedings, said that he felt highly honoured in being invited to occupy the chair, and, referring to his love of books, confessed that had he to cease working he would study literature. He congratulated the members on the formation of the Branch, and said that he wished to impress upon all who could the desirability of becoming members of the Association. The Magazine, which was an excellent medium of keeping in touch with the library work in the United Kingdom, was sent to every member, and the syllabus of lectures arranged was on lines which would appeal to all. Proceeding, Councillor Campbell suggested that the Branch should be called "The Scottish Branch," and be open to assistants from all parts of Scotland. In a humorous vein he said that if a branch of the Library Assistants' Association was formed in Edinburgh it was unlikely that it would be named "The East of Scotland Branch," but "The Scottish Branch."

Mr. Pitt then delivered his presidential address, which dealt largely with the educational training of library assistants. Referring to the origin and work of the parent Association, he said that the formation of a new Branch marked a definite stage in the aspirations of library assistants in Glasgow and the West of Scotland to participate actively in all matters of interest to those engaged in library affairs in the United Kingdom. In aiding the local and youngest branch of the L.A.A. those present would only be helping themselves. Collectively they could do much which individually they could not so successfully achieve. Professional betterment was an object for which all should strive. An increasing number of libraries are offering higher remuneration for the services of qualified assistants, and it appeared certain that in the not far distant future only qualified assistants will be eligible for responsible appointments. In dealing with the Preliminary Test Examination of the Library Association, Mr. Pitt remarked that it had been instituted to serve the double purpose of eliminating the unfit and encouraging those who, better qualified, would proceed immediately to the studies for the professional examination. The initiation in Glasgow of classes affording instruction in accordance with the syllabus was a valuable aid. That the members themselves had established these classes was satisfactory evidence of their enthusiasm. He concluded by wishing the newly-formed Branch success beyond their highest hopes.

Dr. Barrett, in supporting Mr. Pitt, remarked that it was a great pleasure to him to be at the meeting. He spoke of the importance of the

work of libraries to the community. As a community we had failed in a very great degree to derive from books all the advantage, gratification, and helpfulness which they are qualified to confer. The effort to realize and possess in a much greater degree the potential advantage which resides in books will not be accomplished without care and labour and persistent determination. Only by the slow cumulative process of education can that be achieved, but every period, or even every year, may see some advancement in that direction, and in that advance public libraries, and libraries of all kinds, will be a most important element in the work that is to be done. That fact showed the very great responsibility which devolved on those who were entrusted with the control and administration of libraries. He expressed the hope that all would have an opportunity of reading at leisure the very wise and valuable address delivered by Mr Pitt.

The meeting terminated with votes of thanks.

At a subsequent meeting two vacancies on the Committee were filled by the appointment of Mr. Hyman Cohen, The Library, Royal Technical College, Glasgow, and Mr. Abram Cunningham, Mitchell Library, Glasgow.

WEST OF SCOTLAND ASSOCIATION OF ASSISTANT LIBRARIANS.

PROGRAMME OF MONTHLY MEETINGS.

1915.

Wed., Oct. 20th. The Mitchell Library, North St., Glasgow. Inaugural Address. Speaker, S. A. Pitt, Esq.

Thurs., Nov. 18th. The Public Library, Clydebank. "The Prose Work of Kipling." Speaker, Mr. J. Dunlop.

Wed., Dec. 15th. Woodside District Library, St. George's Road, Glasgow. Magazine Night: Short Papers.

1916.

Thurs., Jan. 20th. The Royal Technical College, George Street, Glasgow. "The Literature of Efficiency." Speaker, Mr. W. Jno. Phillips.

Wed., Feb. 16th. The Public Library, Motherwell. "A Study in Stevenson." Speaker, Miss M. Cochrane.

Thurs., Mar. 16th. Langside District Library, Sinclair Drive, Glasgow. "Library Work in the Northern Counties." Speaker, Mr. P. E. Blackwell.

Wed., April 19th. The Public Library, Greenock. "The Artistic Study of the Novel." Speaker, Mr. C. F. G. Tessier.

Thurs., May 18th.—Elder Library, Elder Park, Govan. Annual Business Meeting.

OUR LIBRARY.

SAYERS, W. C. BERWICK. *Canons of Classification applied to The Subject, Expansive, Decimal, and Library of Congress Classifications: a Study in Bibliographical Classification Method. Coptic Series.* 8vo., cloth, pp. 173. Grafton. 2/6 n.

Dr. Richardson, in his book on Classification, writes that "Classification itself is the highest function of the librarian's work, calling into play every faculty and every attainment of knowledge," and few will be found to dispute the statement. In view of this, therefore, it is perhaps not altogether surprising that the literature of the subject is not very extensive. Mr. Sayers has studied the subject deeply, and has produced several most valuable papers dealing with it in different aspects. Some of these papers, revised and enlarged, constitute the present volume, which forms a welcome addition to the librarian's bookshelf. There are seven chapters,

four of which are devoted to the four great modern classification systems, the others being concerned with the study of classification, the "canons," or criteria for applying criticism, and the elements of notation. Each chapter has a select bibliography, and there is a folding chart outlining the Library of Congress scheme. We can confidently recommend the book as a sound piece of work, calculated to be of inestimable service to the student, and likely to create a much more intelligent appreciation of the subtleties of its subject than is general at present. The author makes the whole matter easily comprehensible to the average intelligence. At the same time he insists upon the essentially scientific nature of even bibliographical classification and will not let us forego a grounding in logic before commencing our studies. Whether book classification is a logical process is still open to question, but no doubt designers of classifications for bibliographical use will produce more satisfactory schedules if their efforts are directed by logical rules, and probably a mind trained in logic will apply a classification to better purpose than an untrained mind. It has to be remembered, however, that the newest and most extensive classification scheme—that of the Library of Congress—conforms to hardly any of Mr. Sayers' "canons," yet its practical value is such as to make it capable of securing the most rapid service of any library of equal size. The chapters analysing the four great modern systems will be a most helpful guide to the librarian who contemplates the re-classification of a library and is in doubt as to the most suitable system to adopt. Mr. Sayers lays down the axiom that "classification and notation are not convertible terms," and adds that "he who chooses a system merely because it has a particular form of notation shows a lamentable regard for what is essential in a Classification." Yet for how many has notation been the sole deciding factor? It is obviously impossible in the space of a review to comment upon or argue the many points raised in the book, and we must content ourselves with repeating that it is full of food for thought, and should lead to a better understanding of a difficult branch of the librarian's duties. We have said that it is lucid in style; why then Mr. Sayers cannot be satisfied with his native tongue, but must deem it necessary to introduce a Greek phrase, as he does on p. 73, when the plain English word "man" would serve his purpose with equal force, passes our comprehension. In the first line of p. 51 an unnecessary comma interferes with the sense of the passage, and on p. 32 the initials of a well-known divine have been reversed. The little book is well produced and nicely bound.

W.B.T.

NEW MEMBERS.

North Western Branch: Associate: BERNARD CLAUSSON (Liverpool).

South Coast Branch: Member: Miss ELSIE E. MOON (Eastbourne).

Associates: Misses MABEL GARRETT and HELENA NEWTON (Portsmouth).

West of Scotland Branch: Members: ALFRED A. GUNNEE, Miss HANNAH H. HARKNESS, ADAM HENDERSON, Miss MARY R. KELLIE, Miss JESSIE M. MACLACHLAN (all of Glasgow). **Associates:** Misses MARION V. BROMMAGE, JESSIE L. BRUCE, AGNES B. CAMERON, JANET M. DORNAN, ELIZA S. GRIMSON, ALEXANDER HUNTER, Misses AGNES M. HYSLOP, CHRISTINA S. MACQUEEN, HILDA M. MORRISON, ROBERT THOMSON, Misses JEAN F. SKILLING, ISA SOMERVILLE (all of Glasgow).

CHANGES AND APPOINTMENTS.

*SAYERS, W. C. BERWICK, F.L.A., Chief Librarian of Wallasey, has been appointed Chief Librarian of Croydon.

* Hon. Fellow, L.A.A.

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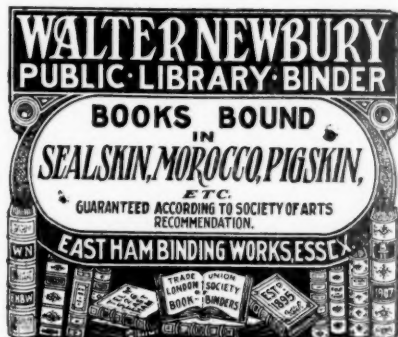
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Applications, stating age, qualifications, etc., with copies of not more than three recent testimonials, endorsed "Assistant," to be received by the undersigned not later than 10 a.m. on Monday, 11th January, 1915.

WALTER S. C. RAE,
Chief Librarian.

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Applications stating age, qualifications and experience, accompanied by copies of not more than three recent testimonials, must be sent in under cover endorsed "Senior Male Assistant," so as to reach the undersigned on or before Monday, the 11th day of January, 1915.

Canvassing, directly or indirectly, will be deemed a disqualification.

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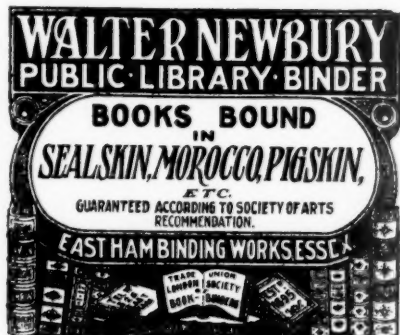
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SECTION 1. The chief historical writers of the nineteenth century.

SECTION 2. A select Bibliography, with annotations, of (1) The English Navy, or (2) Greek sculpture.

SECTION 3. Draw up a scheme for a classified catalogue arranged on the Subject (or other) system, for ten thousand books, explaining how far you would subdivide, what indexes you would provide, etc. Then, write a detailed preface, addressed to the public, explaining the classification scheme and how to use it.

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SECTION 6. Library work for children, internal organisation, practical methods, and suggestions for extension work in the library and in schools.

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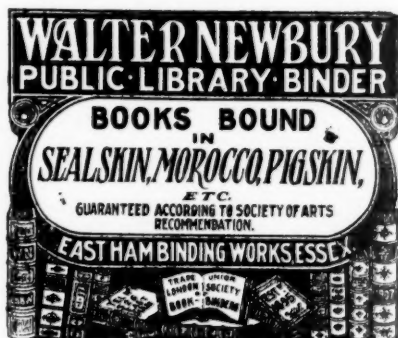
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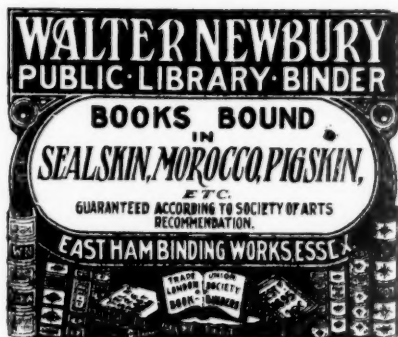
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Last day of entry, April 17th.

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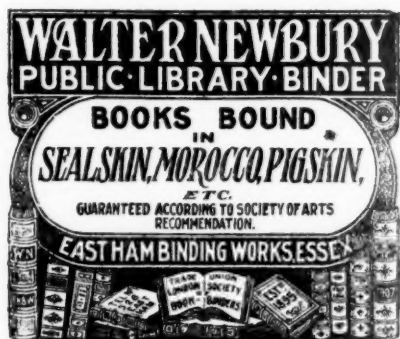
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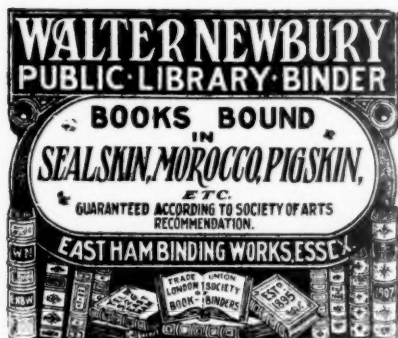
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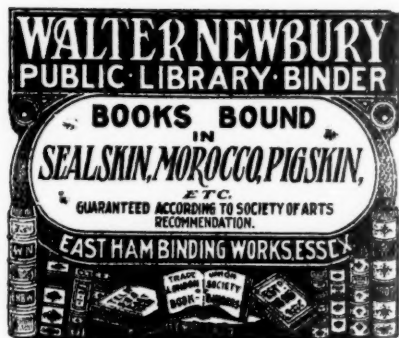
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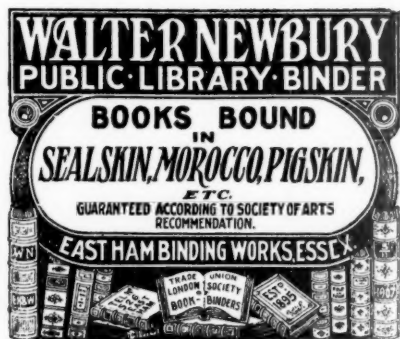
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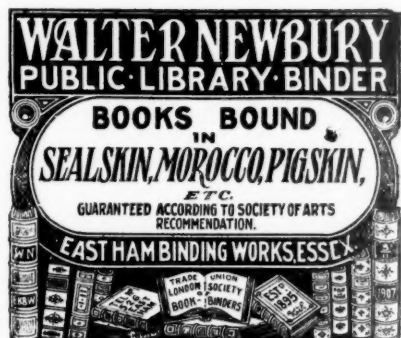
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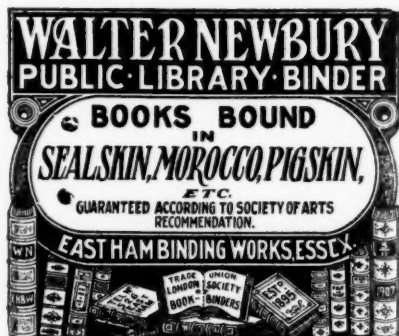
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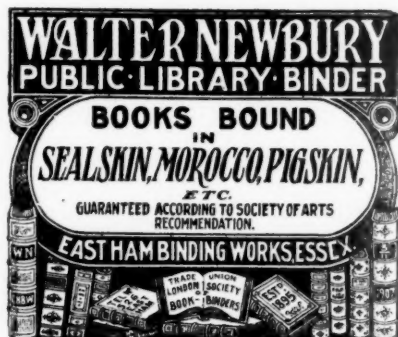
LONDON, W.C.

LIBRARY ASSOCIATION.

Correspondence Classes. In the Correspondence Classes organized by the Library Association for this winter a fair number of entries have been received in most classes, but the entries in Section 2, part 3 (Book Selection) and in Section 5 (Library Organization) have been only five for each class. The Education Committee are accordingly recommending that the class in Book Selection be dropped for the present as the entries are so few, and the Conductor, Mr. J. D. Young, has joined the colours, and that the class in Library Organization should be deferred until a minimum of ten students shall have entered. It is hoped that at least five more students will be found to enable this latter class to be carried on.

The entries for the lectures in Elementary Classification and Elementary Library Organization, to be held at Caxton Hall, have been so small that it has been decided to postpone them until the beginning of next year. Applications will be received between now and January, and the Education Committee hopes that it will still be possible to hold these lectures.

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Application Filed for U.S.A., Patent No. 34,310/15.

Patent applied for, for Case with leather back construction, No. 12,496.

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has done much good work for its Members and for LIBRARIANSHIP GENERALLY in the past. It has stimulated individual effort towards increased efficiency; it has always urged the further development of the Public Library Movement; it has stood for better conditions and has claimed a **STANDING FOR THE PROFESSION**. At the moment the Association is extending its influences and work, and needs the support and co-operation of all who are qualified for Membership; difficult problems lie ahead which can only be faced effectually by a strong Association.

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